

How to Submit/Create Projects Online – OpenDSD 2.0

RULES

1. Submitting plans for electronic plan review is limited only to residential, roof-mounted solar photovoltaic systems and does not include projects with the following:
 - a. New or revisions to any roof, patio, carport, or any other structures
 - b. Batteries
 - c. Ground-mounted systems
2. If plans were initially submitted electronically, all corrections and construction changes need to be submitted electronically.
3. Plans must use the PV Template provided in [Information Bulletin 301](#) (IB-301).
4. PLEASE NOTE: If the scope of work exceeds any requirements stated within IB-301 and/or triggers any other review disciplines, you must **restart** your application and **submit** plans on the 3rd floor of DSD, 1222 1st Ave

PLAN REQUIREMENTS

1. PDF format only
2. Plans must be landscape oriented
3. Files shall be limited to 100MB
4. Please review [Electronic Plan Review Document Submittal Requirements](#) for further instructions on the plan requirements.

FILE ORGANIZATION

1. General Application ([General Application – \(DS-3032\)](#))
2. Solar Photovoltaic Building Construction Plans (Building/Construction Plans)
3. Specification sheets (Uncategorized Document)

WEBSITE AND LOGIN

1. Visit website, [OpenDSD 2.0](#)
2. Create/Register for new User Account

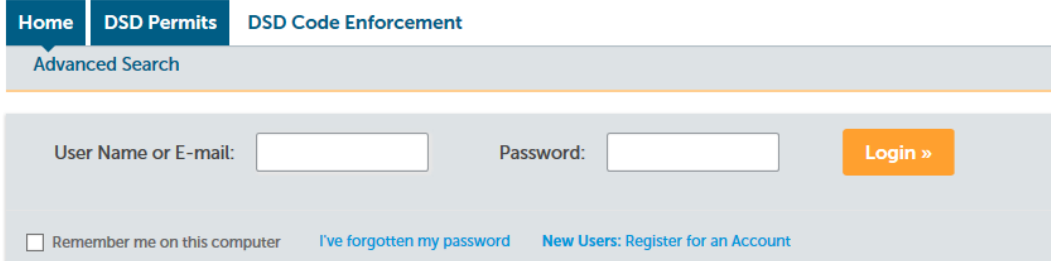


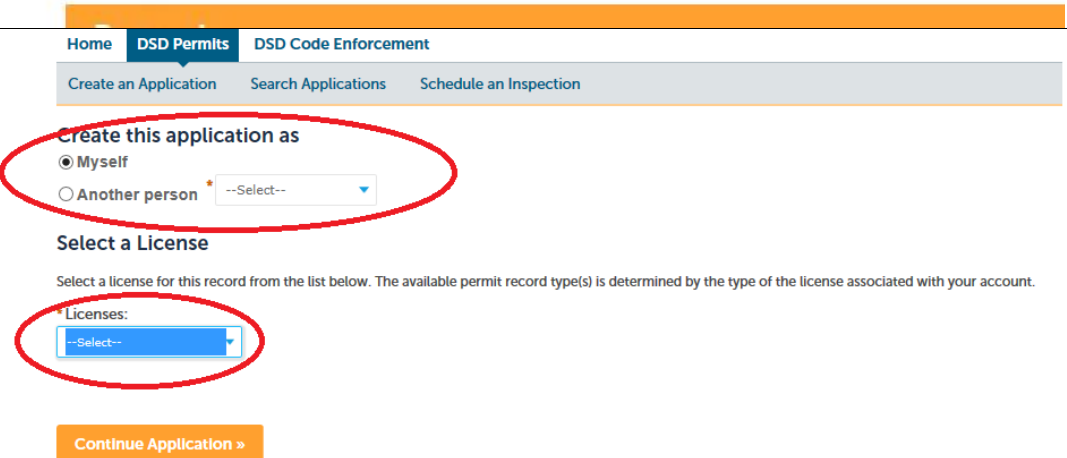
OVERVIEW

There are five steps to electronic submittal through OpenDSD 2.0. Click on the links below to skip to the specific sections:

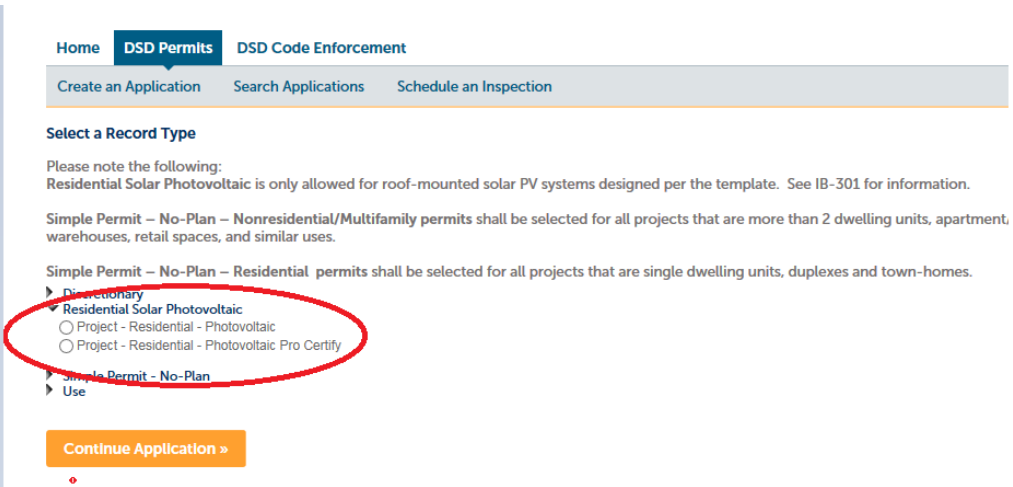
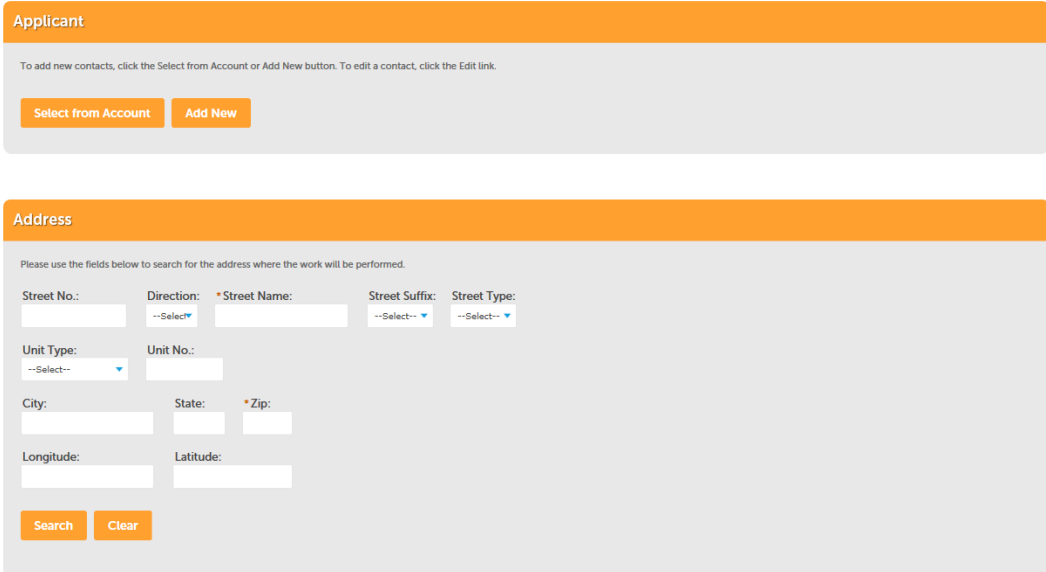
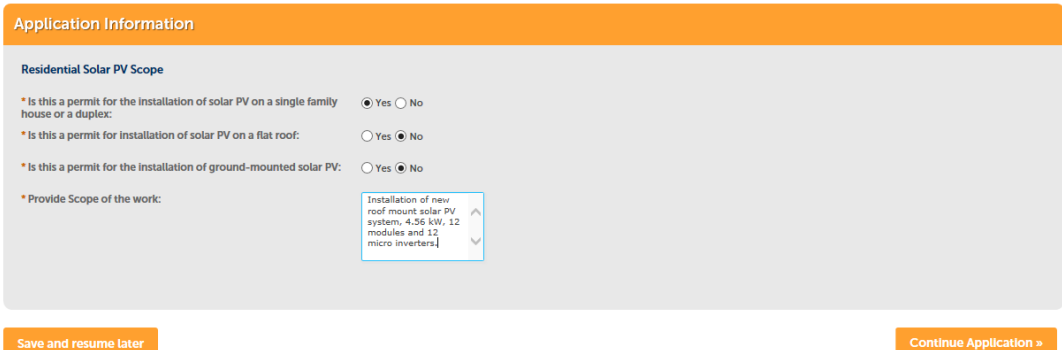
1. [Creating the Project \(General Application\)](#)
2. [Attaching all Required Documents – Plans & Spec sheets](#)
3. [Resubmitting Plans](#)
4. [Pay Fees](#)
5. [Print Reports](#)

How to Submit/Create Projects Online – OpenDSD 2.0

1. Creating a Project

Step	Direction	Picture Reference
1.	Login	
2.	Click on "DSD Permits"	
3.	Click on "Create an Application"	
4.	You are able to set up projects as yourself or as a delegate on someone else's account.	

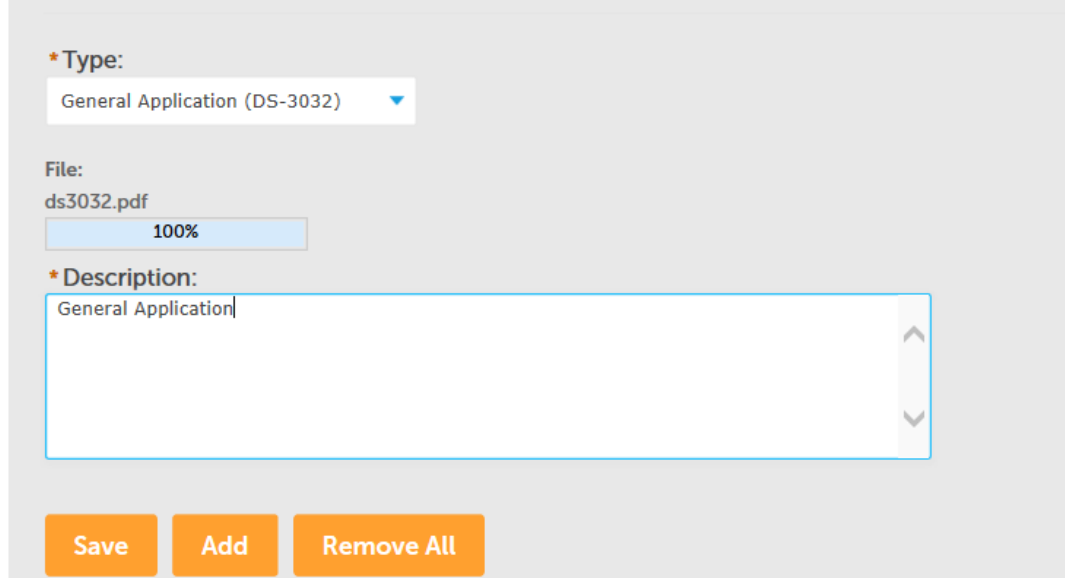
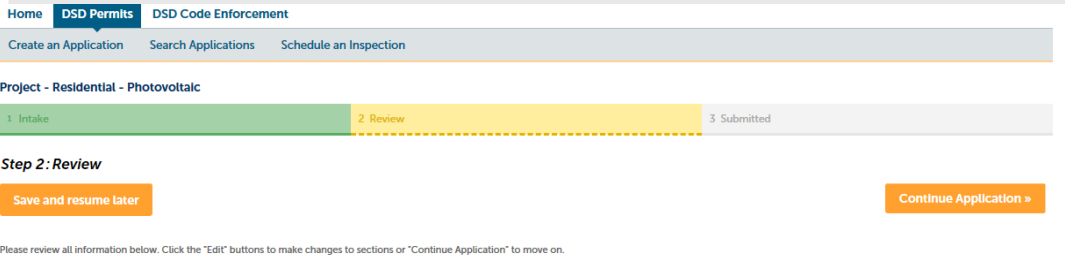
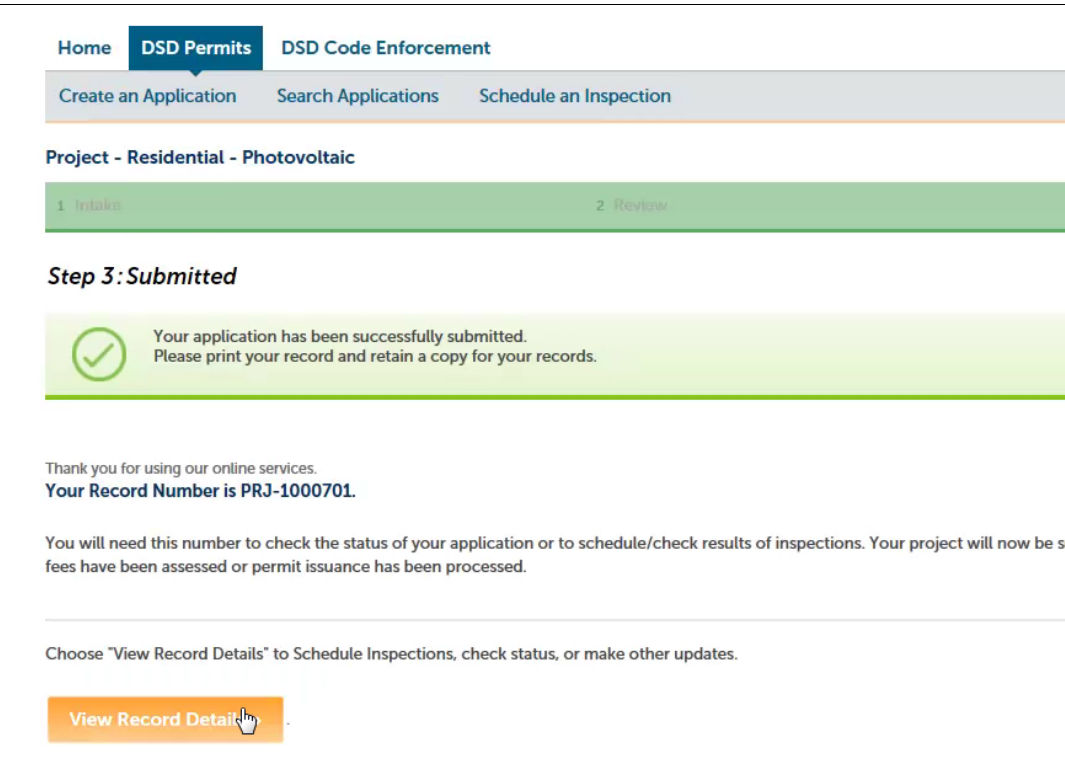
How to Submit/Create Projects Online – OpenDSD 2.0

5.	Select the record type you would like to create. ** Pro Cert will be validated by staff upon submittal	
6.	<p>Page 1. Enter Applicant</p> <p>Enter Project Address</p> <p>Parcel Information will self populate.</p>	
7.	Page 2. Application Information – Answer the questions and provide scope.	

How to Submit/Create Projects Online – OpenDSD 2.0

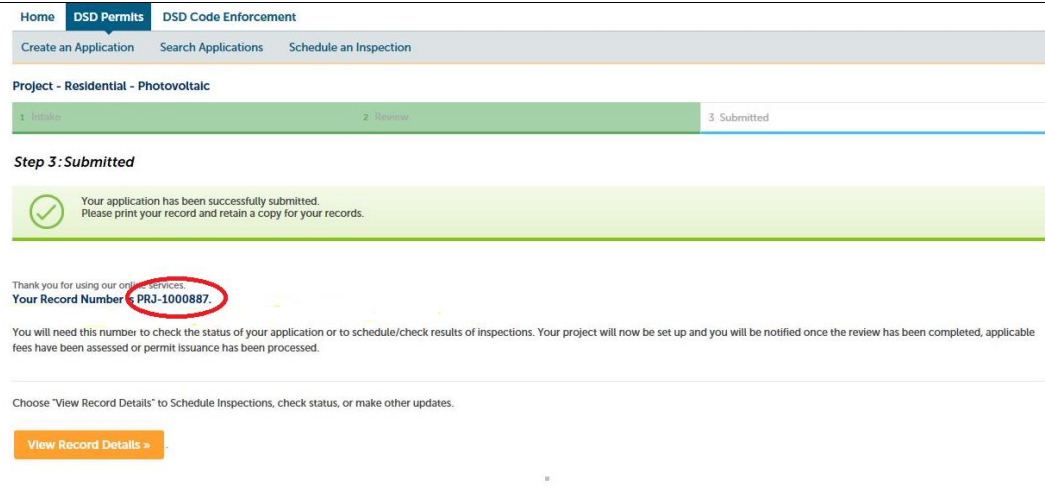
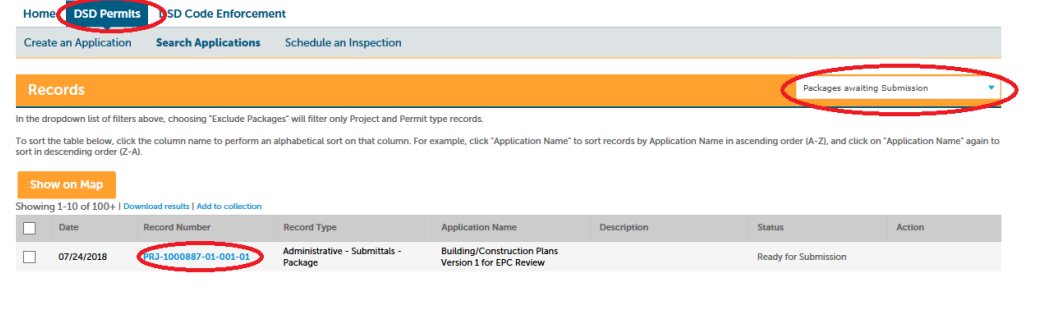
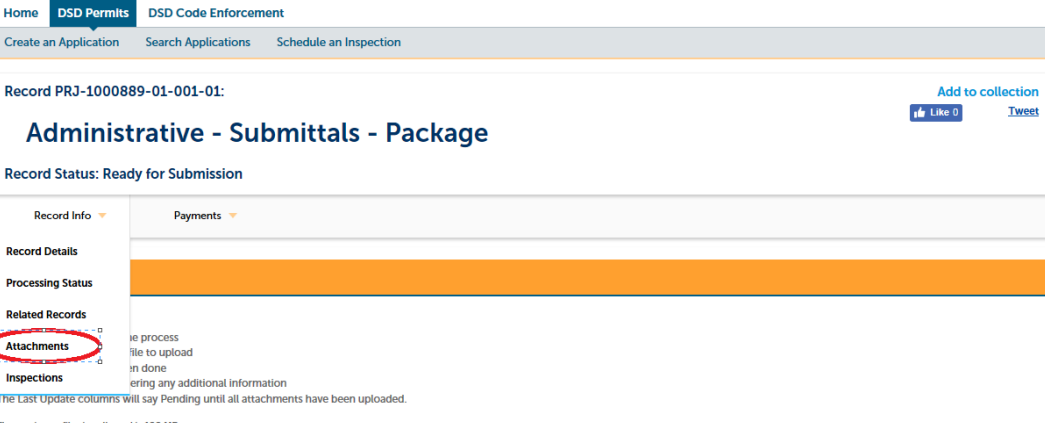
8.	Page 3. Provide required contact information.	<div><div>Project Contact</div><div><div>To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.</div><div><div>✔ Contact added successfully.</div><div>Donna D'Orsi ddorsi@sanidiego.gov</div><div>Edit Remove</div></div></div></div> <div><div>Property Owner</div><div><div>To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.</div><div><div>✔ Contact added successfully.</div><div>Donna D'Orsi ddorsi@sanidiego.gov</div><div>Edit Remove</div></div></div></div> <div><div>Inspection Contact</div><div><div>To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.</div><div><div>✔ Contact added successfully.</div><div>Donna D'Orsi ddorsi@sanidiego.gov</div><div>Edit Remove</div></div></div></div>
9.	Licensed Professional List – Look Up licensed professional from database, or Add for new. This field is required if submitting for Pro Cert.	<div><div>Look Up License</div><div><div>License Type:State License Number:City Business Tax Cert:</div><div>--Select--<div></div><div></div></div></div><div><div>First:Middle:Last:</div><div><div></div><div></div><div></div></div></div><div><div>Name of Business:</div><div></div></div><div><div>Address Line 1:</div><div></div></div><div><div>Address Line 2:</div><div></div></div><div><div>City:State:Zip:</div><div><div></div><div></div><div></div></div></div><div><div>Home Phone:Mobile Phone:Fax:</div><div><div></div><div></div><div></div></div></div><div><div>E-mail</div><div></div></div><div><div>Look UpClearDiscard Changes</div></div></div>

How to Submit/Create Projects Online – OpenDSD 2.0

10.	<p>Page 4. Attach a copy of the General Application and provide description</p> <p>(Do not attach PV plans here)</p>	
11.	Review Application	
12.	<p>Follow instructions as required.</p> <p>Once a Project has been created, you will see the following screen.</p>	
	Attach Documents	See 2. Attaching All Required Documents

How to Submit/Create Projects Online – OpenDSD 2.0

2. Attaching All Required Documents

Step	Direction	Picture Reference																
1.	<p>Once the Project has been created, click on "View Record Detail"</p> <p>Note: You can also search for the project number/address in the search bar</p>	 <p>Home DSD Permits DSD Code Enforcement</p> <p>Create an Application Search Applications Schedule an Inspection</p> <p>Project - Residential - Photovoltaic</p> <p>1 Initiate 2 Review 3 Submitted</p> <p>Step 3: Submitted</p> <p> Your application has been successfully submitted. Please print your record and retain a copy for your records.</p> <p>Thank you for using our online services. Your Record Number is PRJ-1000887.</p> <p>You will need this number to check the status of your application or to schedule/check results of inspections. Your project will now be set up and you will be notified once the review has been completed, applicable fees have been assessed or permit issuance has been processed.</p> <p>Choose "View Record Details" to Schedule Inspections, check status, or make other updates.</p> <p>View Record Details »</p>																
2.	<p>a. Click on "DSD Permits"</p> <p>b. Select Packages awaiting Submission"</p> <p>c. Click on the Link</p>	 <p>Home DSD Permits DSD Code Enforcement</p> <p>Create an Application Search Applications Schedule an Inspection</p> <p>Records Packages awaiting Submission</p> <p>In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Permit type records.</p> <p>To sort the table below, click the column name to perform an alphabetical sort on that column. For example, click "Application Name" to sort records by Application Name in ascending order (A-Z), and click on "Application Name" again to sort in descending order (Z-A).</p> <p>Show on Map</p> <p>Showing 1-10 of 100+ Download results Add to collection</p> <table><tr><th><input type="checkbox"/></th><th>Date</th><th>Record Number</th><th>Record Type</th><th>Application Name</th><th>Description</th><th>Status</th><th>Action</th></tr><tr><td><input type="checkbox"/></td><td>07/24/2018</td><td>PRJ-1000887-01-001-01</td><td>Administrative - Submittals - Package</td><td>Building/Construction Plans Version 1 for EPC Review</td><td></td><td>Ready for Submission</td><td></td></tr></table>	<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Description	Status	Action	<input type="checkbox"/>	07/24/2018	PRJ-1000887-01-001-01	Administrative - Submittals - Package	Building/Construction Plans Version 1 for EPC Review		Ready for Submission	
<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Description	Status	Action											
<input type="checkbox"/>	07/24/2018	PRJ-1000887-01-001-01	Administrative - Submittals - Package	Building/Construction Plans Version 1 for EPC Review		Ready for Submission												
3.	<p>Click on Record Info dropdown and select "Attachments"</p>	 <p>Home DSD Permits DSD Code Enforcement</p> <p>Create an Application Search Applications Schedule an Inspection</p> <p>Record PRJ-1000889-01-001-01:</p> <p>Administrative - Submittals - Package</p> <p>Record Status: Ready for Submission</p> <p>Add to collection Like 0 Tweet</p> <p>Record Info Payments</p> <p>Record Details</p> <p>Processing Status</p> <p>Related Records</p> <p>Attachments</p> <p>Inspections</p> <p>The Last Update column will say Pending until all attachments have been uploaded.</p> <p>The maximum file size allowed is 100 MB.</p>																


How to Submit/Create Projects Online – OpenDSD 2.0

4.	<div>a. Click “Add”</div> <div>b. Add plans</div> <div>c. Add specification sheets</div>	<div><div><div>Home</div><div>DSD Permits</div><div>DSD Code Enforcement</div></div><div><div>Create an Application</div><div>Search Applications</div><div>Schedule an Inspection</div></div></div> <div><div>Record PRJ-1000887-01-001-01:</div><div>Add to collection</div><div>Like 0</div><div>Tweet</div></div> <div><div>Administrative - Submittals - Package</div><div>Record Status: Ready for Submission</div></div> <div><div>Record Info</div><div>Payments</div></div> <div><div>Attachments</div></div> <div><div>To upload attachments:</div><div><div>1. Click Add to start the process</div><div>2. Click Add for each file to upload</div><div>3. Click Continue when done</div><div>4. Click Save after entering any additional information</div></div><div>The Last Update columns will say Pending until all attachments have been uploaded.</div><div>The maximum file size allowed is 100 MB. html,htm,mhtml,exe,doc,docx,rtf,xls,xlsm,docb,accdb,zip are disallowed file types to upload.</div><table><thead><tr><th>Name</th><th>Record ID</th><th>Record Type</th><th>Entity Type</th><th>Type</th><th>Size</th><th>Latest Update</th><th>Action</th><th>Entity</th></tr></thead><tbody><tr><td colspan="9">No records found.</td></tr></tbody></table><div>Add</div></div>	Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity	No records found.								
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity												
No records found.																				
5.	<div>a. For attaching plans, choose “Building/ Construction Plans” and under Description input “PV Plans”.</div> <div>b. For attaching specifications, choose “Uncategorized Document” and under Description input “Specification”</div>	<div><div><div>* Type:</div><div><div>--Select--</div><div>Building/Construction Plans</div><div>Uncategorized Document</div></div></div><div><div>PV plans - Test Deerrun.pdf</div><div>100%</div></div><div><div>* Description:</div><div></div></div><div><div>Save</div><div>Add</div><div>Remove All</div></div></div>																		

How to Submit/Create Projects Online – OpenDSD 2.0

6.


After the upload is complete, the following screen will confirm that the upload was successful.



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Record PRJ-1000889-01-001-01:

Add to collection

 Like 0

Tweet

Administrative - Submittals - Package

Record Status: Ready for Submission

Record Info

Payments

Attachments

To upload attachments:

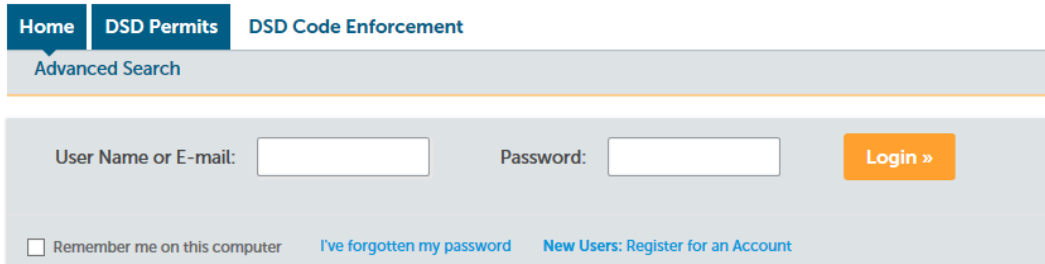
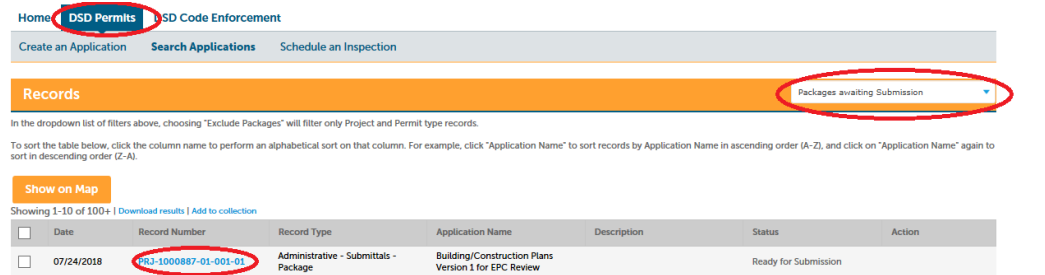
1. Click Add to start the process
2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information

The Last Update columns will say Pending until all attachments have been uploaded.

The maximum file size allowed is 100 MB.
html,htm,mhtml,exe,doc,docx,xls,xlsx,mdb,accdb,zip are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Building/Construction Plans PRJ-1000889-01-001-01.pdf	PRJ-1000889-01-001-01	Administrative - Submittals - Package	Record	Building/Construction Plans	619.69 KB	07/26/2018	Actions	Administrative - Submittals - Package - PRJ-1000889-01-001-01
Uncategorized Document PRJ-1000889-01-001-01.JPG	PRJ-1000889-01-001-01	Administrative - Submittals - Package	Record	Uncategorized Document	73.84 KB	07/26/2018	Actions	Administrative - Submittals - Package - PRJ-1000889-01-001-01


3. Resubmitting Plans

Step	Direction	Picture Reference
1.	Login Note: In order to resubmit, the original account must be used	
2.	d. Click on "DSD Permits" e. Select Packages awaiting Submission" f. Click on the Link of the correct PRJ record.	

How to Submit/Create Projects Online – OpenDSD 2.0

3.	<div>a. Click on "Records Info"</div> <div>b. Click on "Attachments"</div>	<div><div>Record PRJ-1000701-01-001-01:</div><div>Administrative - Submittals - Package</div><div>Record Status: Ready for Submission</div><div><div>Record Info</div><div>Payments</div><div>Record Details</div><div>Processing Status</div><div>Related Records</div><div>Attachments</div><div>Inspections</div><div>Valuation Calculator</div></div><div><div>Attachments</div></div><div></div></div>																		
4.	<div>Double check that the title states "Package"</div>	<div><div>Record PRJ-1000701-01-001-01:</div><div>Administrative - Submittals - Package</div><div>Record Status: Ready for Submission</div></div>																		
5.	<div>6. Click "Add"</div> <div>7. Add plans or specification sheets</div>	<div><div><div>Home</div><div>DSD Permits</div><div>DSD Code Enforcement</div></div><div><div>Create an Application</div><div>Search Applications</div><div>Schedule an Inspection</div></div></div> <div><div>Record PRJ-1000887-01-001-01:</div><div>Administrative - Submittals - Package</div><div>Record Status: Ready for Submission</div><div><div>Record Info</div><div>Payments</div></div><div>Attachments</div><div><div>To upload attachments:</div><div><div>1. Click Add to start the process</div><div>2. Click Add for each file to upload</div><div>3. Click Continue when done</div><div>4. Click Save after entering any additional information</div></div><div>The Last Update columns will say Pending until all attachments have been uploaded.</div><div>The maximum file size allowed is 100 MB. html,htm,mhtml,exe,doc,docx,xls,xlsx,mdb,accdb,zip are disallowed file types to upload.</div><table><thead><tr><th>Name</th><th>Record ID</th><th>Record Type</th><th>Entity Type</th><th>Type</th><th>Size</th><th>Latest Update</th><th>Action</th><th>Entity</th></tr></thead><tbody><tr><td colspan="9">No records found.</td></tr></tbody></table><div>Add</div></div></div>	Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity	No records found.								
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity												
No records found.																				

How to Submit/Create Projects Online – OpenDSD 2.0

8.	<div>a. Fill in required fields.</div> <div>b. Click "Save"</div>	<div><div>Attachments</div><div><div>To upload attachments:</div><div><div>1. Click Add to start the process</div><div>2. Click Add for each file to upload</div><div>3. Click Continue when done</div><div>4. Click Save after entering any additional information</div></div><div>The Last Update columns will say Pending until all attachments have been uploaded.</div><div>The maximum file size allowed is 100 MB. html;htm;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.</div><table><tr><th>Name</th><th>Record ID</th><th>Record Type</th><th>Entity Type</th><th>Type</th><th>Size</th><th>Latest Update</th><th>Action</th></tr><tr><td colspan="8">No records found.</td></tr></table><div><div>*Type:</div><div>Building/Construction Plans</div></div><div><div>File:</div><div>1003740 Plans.pdf</div><div>100%</div></div><div><div>*Description:</div><div>Corrected plans</div></div><div><div>Save</div><div>Add</div><div>Remove All</div></div></div></div>	Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	No records found.							
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action											
No records found.																		
9.	The following green icon should appear.	<div><div></div><div><div>The attachment(s) has/have been successfully uploaded.</div><div>It may take a few minutes before changes are reflected.</div></div></div>																

How to Submit/Create Projects Online – OpenDSD 2.0

4. Pay Fees

Step	Direction	Picture Reference
1.	Login	
2.	DSD Permits Tab Search DSD Permits “Approved Upon Final Payment” Click on the “Pay Fees Due” link	
3.	Continue Application to be redirected to payment site.	